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Case 3-1596
(1296)

11 APR 1957

MEMORANDUM FOR: Chiefs of DD/P Senior Staffs and Area Divisions
ATTENTION: Chiefs of Support
SUBJECT: Representation Allowances
REFERENCE: R 20-611, dated 22 February 1957.

1. For your information, there is quoted herewith a memorandum addressed to the Deputy Directors from the DCI, dated 22 February 1957:

"1. Deputy Directors shall submit to the Director, prior to the beginning of each fiscal year, their proposed schedule of maximum allowances for senior officials under their jurisdiction assigned to permanent posts of duty outside the continental limits of the United States. After approval by the Director, Deputy Directors are authorized to grant representation allowances, and to make adjustments therein, within the total amount approved by the Director provided, however, that any adjustment resulting in an allowance exceeding \$3600 per annum must receive prior approval by the Director.

"2. Deputy Directors are also authorized to grant representation allowances to senior officials for expenses to be incurred while they are in a travel status in an area outside the continental limits of the United States, including supplemental per diem not to exceed \$10 per day, provided that such expenditures in excess of \$1,000 for any single trip must receive prior approval by the Director."

2. In order to comply with the DCI's instructions, the SSA-DD/S will prepare, for submission by DD/P to the DCI, the listing called for in paragraph 1. of the DCI's memorandum, based upon requirements of the Divisions as reflected in the annual Operational Programs.

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3. Upon approval of this listing by the DCI, you will be informed of the maximum allowances approved for each of the Stations and Bases under your jurisdiction. Where a change in a current letter or a new letter is necessary, you will present such letters in the usual manner to cover the actual amount required within each maximum allowance approved by the Director. Thus, you should ascertain that all individuals to whom representation allowances should be granted are covered by letters of authorization.

4. After approval of the basic list by the Director, any proposed increase which would result in an allowance exceeding \$3,600.00 per annum should be presented through the SSA-DD/S and DD/P to the DCI for approval.

5. For compliance with paragraph 2. of the Director's memorandum, you should take special care to see that travel orders, including supplemental per diem requests which will exceed \$1,000.00, are presented in adequate time to permit approval by the Director prior to commencement of the trip involved.

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Special Support Assistant
to the
Deputy Director (Support)

SSA-DD/S:CND/ms (11 April 57)

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- 1 - SSA-DD/S Chrono
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and CAO 3-1107, 22 Feb. 57)
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